

Minutes of Waukesha County Airport Operations Commission  
February 12, 2014

Chairman Crowley called the meeting to order at 8:00 a.m. Commissioners present: Steve Betzler and Aldo Madrigano. Commissioners excused: Bluemke and Schoepke.

**Others Present:** Lee Ward, Tenant; Matt Grenoble, Airport Operations; Jon Scholz, Gilbane Construction; Val Ramos, Airport Administration; Ken Witt, Air Traffic Control; Jim Singer, Flight for Life; Vincent Freeborn, Flight for Life; Ray Dalman, Atlantic Aviation; Jim Woodring, Tenant; Brian Behrens, Spring City Aviation; Ed C Van Every, Tenant (676 T Hangar); and Kurt Stanich, Airport Manager.

**Approve modify minutes of December 11, 2013**

Minutes tabled to next Commission meeting.

**Public Comment/Correspondence**

Jim Van Every – Snow removal services at the airport are the worst ever. Ramp not plowed and snow is pushed up to hangar door that he cannot move his aircraft out. This is not acceptable and he will not pay rent on T-hangar if this is not taken care of. The Airport needs to address this immediately.

Stanich – We have received other comments from tenants and users of the airport on snow removal services this year, and have met with the snow removal contractor to discuss this problem. Both (Matt & Kurt) have worked with the owner and his employees on the snow removal procedures and priorities for the airport. They have created a checklist that must be completed before they leave the premises after snow removal services.

Crowley – Has this been resolved.

Stanich – As issues arise, they have been taken care of. We are researching alternatives for snow removal services at the airport.

Betzler – Can another contractor be hired?

Stanich – Only if there was a breach of contract. The County has a contract in place with Snow Patrol. Documentation is necessary for the County to prove Snow Patrol is not abiding by the contract terms and doing an unsatisfactory job of snow removal services. We have a file with complaints received from tenants and users and are documenting all of the snow removal problems we are experiencing on the airfield and the hangar areas.

Betzler – What is recourse if contract is cancelled?

Stanich – First call would be to the County Highway Department for their assistance in snow removal.

Woodring – The ramp to their hangar was not plowed when he came in to take his aircraft out of the hangar.

Dalman – We receive many phone calls from tenants about the snow removal problems at the airport. On occasion we have plowed out some tenants, but it is not Atlantic's responsibility to perform snow removal services. The tenants call Atlantic because they do not have any other number to call.

Betzler – Is a bond required of the contractor for the contract with the County? Can this bond be used for a back up snow removal contractor?

Stanich – This can be looked into.

Crowley – Everyone's comments are well taken and appreciated. Mr. Stanich will work on a resolution to the problem and present an update at the next meeting.

**Election of Airport Operations Secretary** – Commissioner Betzler was nominated for Secretary. Vote taken, all in favor for Commissioner Betzler as Secretary for the Airport Operations Commission.

**Presentation on the Airport Operating Structure** - The Commissioners were given binders with information relating to the airport and their responsibilities as Commissioners. Mr. Stanich gave a brief description of each of the tabs in the binders (County Airport Operating Structure and Overview; County Code of Ordinances Chapter 9 – Airport; Declarations of Covenants and Restrictions for Buildings and Structures; Height Limitation Zoning Ordinance (HLZO) and Airport Layout Plan (ALP), Master Plan and Executive Summary).

The Airport is a division of the Department of Public Works and provides operations support to the airport. The Airport also receives support from the Department of Parks and Land Use, Corporation Counsel and the Department of Administration.

The Commission is the advisor to the County Executive on the Airport issues.

Madrigano – How many capital projects are there per year?

Stanich – These are based on funding, usually two projects per year.

Crowley – Thank you for a very good outline of the Airport and the Commission. The Commission's responsibilities are to address the concerns of the tenants, pilots and users of the Airport and to work with the community. Comments are always welcome and appreciated by the Commission. The Airport has a great staff and fixed base operator that works well with the Airport, tenant and users.

**Discussion and action on recommendation to the Waukesha County Board of Adjustment regarding a Height Limitation Zoning Ordinance (HLZO) variance request by Gilbane Building Company for a temporary construction crane located at N16 W24132 Prairie Court, Pewaukee WI 53072** – Mr. Stanich gave an overview of the County process to approve or deny the use of a crane near the airport. A chart and location of the crane was given to the Commission. There was some concern with the approach to runway 18/36. After review by the FAA and other considerations, the crane would not be a concern to the approach. The FAA has issued a Determination of No Hazard with recommendations: crane is marked and lighted in accordance with FAA Advisory Circular 70/7460-1 K Change; the Airport Manager be notified three (3) days in advance prior to the temporary crane will be erected and removed from the site; the Airport Air Traffic Control Tower be notified three (3) days in advance prior to the temporary crane will be erected and removed from the site; and NOTAM issued for runway 3/6 and 1/8.

Stanich – Recommend Commission to approve request by Gilbane Building Company for a temporary construction crane contingent upon requirements stated by FAA in Determination of No Hazard.

Crowley – Called for a motion.

Betzler – Motion for recommendation to Waukesha County Board of Adjustment to approve temporary construction crane at N16 W24132 Prairie Court, Pewaukee WI 53072 by Gilbane Building Company contingent upon requirements stated by FAA in Determination of No Hazard.

Madrigano – Second to motion.

Discussion.

Crowley – Call for vote. All Commissioners in favor, motion passed.

**Chairman's Report** - None

### **Operation's Report**

**Fuel**– December -Increase in Jet A fuel, there were no deliveries of 100LL this month, reason for decrease from the previous year. Looking at year end numbers, increase of 8% in Jet A fuel and decrease of 9% in 100LL. There was an overall increase of 6% total fuel flowage in 2013. January – 100LL delivery and decrease in Jet A fuel.

**Traffic Activity** – December – General aviation numbers are down due to VFR conditions, but air taxi numbers continue to increase. Even with the bad weather there was a 28% increase in air taxi traffic in December. Overall the numbers were down significantly for December. The year end totals show a 10% increase in air taxi traffic for the year but a negative 14% total for total operations in 2013

Crowley – For clarification date at the bottom of the reports should read: 2014 instead of 2013?

Grenoble – Yes, the date should be 2014.

Grenoble – Fourth quarter fuel operations – Because there was no delivery of 100LL in December, the chart shows a flat line from 2012 to 2013 in quarter four. The total trend for the year was an overall increase in fuel revenue even though there were a significant decrease in general aviation operations. The trend for all the quarters has been a decrease in aircraft operations.

**Fuel** – January – There was a delivery of 100LL in January, but a decrease in Jet A fuel. Very small increase of 1% in total gallons delivered.

**Traffic Activity** – January was a bad month for VFR operations. There was a 9% increase in air taxi/charter operations. Overall there was a 47% decrease in operations.

Betzler – With the new fuel prices traffic should pick up when the weather gets better. How are we getting the word out on the new fuel prices?

Dalman – The Airport quarterly newsletter was going to have updates on the new fuel prices.

Crowley – Update from Ray Dalman on fuel prices.

Dalman – Right not 100LL is at \$5.49 retail and the base price is going to be \$4.67, and Jet A is \$6.25 retail.

Crowley – Thank you.

Crowley – Thank you, Matt, for your report.

### **Airport Manager's Report**

Marketing Plan – Working with Tracy (StrateVantage) on airport events for 2014 at the airport (Pit Stop for AirVenture, Maintenance Day & Corporate event) and a marketing plan for corporate and general aviation lots available for hangar construction (maps have been drawn up with lot information).

Leases – Reviewing compliance of current airport lease agreements and contracts.

Operations - Matt has done an awesome job at the airport since starting with us in August.

Maintenance Exemption Bill – Senate Bill 438 to be approved (parts and labor to be exempt from state sales tax) is going through the Ways & Means Committee. Currently there are 36 states with this bill. The State loses a large amount of money to businesses from other states that do not charge a 5% sales tax for aircraft maintenance. Please contact your State Representatives to pass this bill.

Van Avery – Are lots available for hangar construction?

Stanich – Yes, they are available in the southeast hangar area.

Woodring – What about a restaurant at the airport?

Stanich – There has been discussion on this but nothing definite to report on. More research and background on this.

Crowley – At this time the County Executive is not in favor of a restaurant. He would like to start with a small vending area on site before decision on restaurant. County Executive, Public Works Director and Crowley working on this and will be a future agenda item.

### **Future Agenda Items -**

Restaurant

Lease tenant occupancy

City of Waukesha Tax Benefits to Airport Tenants

### **Adjourn**

Motion to adjourn by Commissioner Betzler with a second by Commissioner Madrigano. Motion passed. Meeting adjourned 9:05 a.m.

Next meeting: Wednesday, March 12, 2014 at 8:00 a.m.

Respectfully submitted,

Stephen Betzler  
Secretary-Airport Operations Commission  
February 12, 2014